

Minutes
Evergreen Indiana Executive Committee Meeting
August 13, 2013

The August 13, 2013 Executive Committee Meeting, held at the Indiana State Library, was called to order by Chair Montie Manning at 1:00 pm.

Present at the meeting were the following voting members:

Andrea Ingmire (Greensburg – Decatur County Public Library)
Christine Sterle (Thorntown Public Library)
Janet Wallace (Shelby County Public Library)
Kyle Qurazzo (Shelby County Public Library)
Montie Manning (Alexandria-Monroe Public Library)
Mary Hartman (Peabody Public Library)
Mary Rueff (Hussey-Mayfield Memorial Public Library)
Ruth Frasure (Hagerstown Jefferson Township Public Library)
Sheryl Sollars (Westfield Washington Public Library)

Non-Voting members present:

Shauna Borger (Indiana State Library)
Anna Goben (Indiana State Library)

Guests present:

Jason Boyer (Indiana State Library)
Shawn Heaton (Alexandria-Monroe Public Library)
Niles Ingalls (Hussey-Mayfield Memorial Public Library)
Jill Stange (Indiana State Library)
Sarah Childs (Hussey-Mayfield Memorial Public Library)
Vanessa Martin (Greensburg – Decatur County Public Library)
Mary Reed (Jackson County Public Library)
Ben Boyer (Jackson County Public Library)
Mary Reed (Jackson County Public Library)
Wendy Knapp (Indiana State Library)
Robin Crumrin (IUPUI)
Sara O'Sha (Indiana State Library)
Sherri May (Brownstown Public Library)
Mindy Patterson (Kendallville Public Library)
Anita Brown (Kendallville Public Library)
Karen Kahl (Union County Public Library)

The agenda was approved as presented on a motion by Andrea Ingmire and second by Ruth Frasur. All in favor.

The minutes of the April 9, 2013 and June 11, 2013 meetings were approved as amended on a motion by Ruth Frasur and a second by Christine Sterle. All in favor.

I. Indiana State Library report – Anna Goben

- a. Anna presented an amendment to the Evergreen Indiana Membership Agreement. The amendment replaces Article VII and addresses the financial responsibilities of member libraries. Janet Wallace moved with a second by Mary Hartman that the amendment be accepted and distributed to member libraries for approval; motion passed.
- b. Payment pilot
 - o A tentative timeline for the payment pilot was announced. Pilot libraries will go live with a revised system in October. Webinar/trainings will be released for administrators and bookkeepers, and all EI libraries will go live on November 1.
 - o There will be additional support available in January for libraries that need assistance with payment procedures.
- c. Credit card payments—Planned partner VPS is incompatible with the Evergreen interface; EI is reviewing options going forward.
- d. Member news
 - o Two Evergreen libraries have upcoming branch closings: Shelby County PL and Bloomfield-Eastern Greene Co. PL.
 - o Two new member migrations will soon be underway: Montpelier Harrison Twp Public Library and Westville-New Durham Twp Public Library.
- e. IN Resource Sharing Committee—Anna shared the Resource Sharing Committee report. A comparison on IN-SHARE vs Evergreen Indiana Transit Costs was presented. For fiscal year 2012-2013 the average IN-SHARE cost per transit was \$4.27; EI cost per transit was \$1.04.
- f. EI participation opportunities— A few ideas were presented, including forming a new Technology Review Working Group to identify possible discovery services to integrate resource sharing across EI, Academic Libraries of Indiana, and Indiana DOCLINE systems. Upcoming conferences include Discovery 2 Delivery IV & V and the Great Lakes Resource Sharing Conference.
- g. 2.4 Upgrade Timeline
 - o August 30: Local modifications completed to development server
 - o September 16: Testing guidelines/shared reporting interface out to committees
 - o October 31: Testing results collected and reviewed

- Mid-November: Webinar and training documents available
- December 13-15: Evergreen 2.4 upgrades goes live

II. Committee reports

- a. Patron Services Committee – Vanessa Martin
 - Fall roundtable plans include discussion of patron record management, staff permissions, logins, and training opportunities
 - Vanessa Martin reported on committee membership and officers: Vanessa Martin, Chair; Jen McKinley, Chair-Elect; Laura Hull, Secretary.
- b. Cataloging Committee – Sarah Childs
 - Advanced Cataloging training sessions are scheduled for September and November 2013.
 - The Cataloging Committee is pursuing adding authority file to Evergreen.
- c. IT/Technology Committee – Jason Boyer
 - A mobile OPAC test interface is available; instructions for testing have been distributed via the Weekly Update blog. The mobile OPAC should work well with the upcoming Evergreen 2.4 update.
- d. eContent Committee – Anna Goben
 - The committee is preparing recommendations for OPAC enhancements.
 - Jim Keating has approached the committee about Atomic Training streaming how-to videos available through Recorded Books. Freegal would like to offer streaming video service to the consortium. Trial information about these services will be provided to member libraries at a later date.

III. Old Business

- a. Transit issues
 - The Executive Committee revisited the situation regarding Lebanon Public Library transit times. An updated letter that includes current transit statistics was reviewed and discussed. Requirements that must be met include in-person staff training at either Alexandria-Monroe PL or Morgan County PL and attendance of the Evergreen Indiana – Holds class.
 - Motion was made by Christine Sterle, seconded by Sheryl Sollars in favor of sending this letter to Lebanon Public Library's Director and Library Board on. Motion passed.
- b. Marking a patron exempt from collections—Testing has been completed and everything functions as expected. These results will be brought to the attention of the Patron Services Committee so that the committee may make a recommendation regarding its use.
- c. Membership fee structure—The EC was presented with a 9-tier membership fee structure based on the operating budget of member libraries; this followed the

original 6-tier system that was deemed too costly for smallest member libraries. The current version is based on .5% of a library's annual operating budget and is rounded to the nearest \$500. Using this model, libraries would spend between \$0 and \$7,500 per year for EI access and membership. The bulk of member libraries fall within Tiers 2-6. There was discussion whether the initial calculations were done using operating budget or operating expenditures, how future additional member libraries will affect this model, and what the membership fee will go towards. The membership fee structure will be revisited at a future meeting.

IV. New Business

- a. New member applicant review—Royal Center-Boone Township Public Library has applied for EI membership. RCBTPL is located in Cass County and serves a population of 1,484. The library is not yet automated. Membership in the Evergreen Indiana was approved on a motion by Janet Wallace and a second by Mary Rueff. All in favor.
- b. Mobile version of EI staff client—The EC reviewed input from member libraries regarding the desire for a mobile staff client. Proposed uses for this development include mobile inventory, general outreach and bookmobile use, and use at festivals and off-site events. Discussion of cost and operating systems followed. Development for iOS and Windows phones would be more likely than for Android devices. Part of the Evergreen community is interested in web-based applications, so this effort may not receive much interest/support from other Evergreen groups. Mobile staff client possibility will be discussed with future developments, and EI libraries will be surveyed to see if we need to add it to development queue. Possible policy issues to consider include accessibility, roaming circulation procedures, and locking protocols/security/privacy.
- c. Unserved Taskforce: Statement of Purpose for EI Libraries—Anna Goben suggested creation of a statement on behalf of Evergreen Indiana that addresses the problems of unserved areas around EI libraries. This is in response to reports of individuals “shopping” around for the least expensive EI library card but using the purchased card primarily at a different EI library. Creation of an Unserved Taskforce approved on a motion by Ruth Frasur and a second by Sheryl Sollars; all in favor.
- d. SCLends' Inventory Module Development Project—Ruth Frasur presented an opportunity to partner with other Evergreen consortia to develop an inventory module for Evergreen. She will contact Rogan Hamby of SCLends for more information.

V. Announcements

- a. Reports Taskforce next meeting August 13, 2013 at 3:00 pm
- b. Next meeting – October 8, 2013 at ISL

There being no further business, Chair Montie Manning called for a motion to adjourn. On a motion by Andrea Ingmire and second by Sheryl Sollars the meeting was adjourned at 1:58 pm.

Respectfully submitted,
Christine Sterle, Secretary